



**ADMINISTRATIVE ASSISTANT
UNITED STATES COURT OF APPEALS FOR THE THIRD CIRCUIT
LEGAL DIVISION**

The Legal Division for the United States Court of Appeals (formerly known as the Staff Attorneys Office) is seeking a full time administrative assistant who has the flexibility to work well independently and as part of a team. Applicants should have excellent administrative skills and be self-motivated, responsible, detail-oriented, confident, and open to feedback. The administrative assistant should be able to handle a heavy workload while producing a high quality work product. The administrative assistant should also have a positive attitude and should enjoy contributing to a friendly and caring work environment. Duties include but are not limited to reviewing court filings, case management, corresponding with Court staff and litigants, supporting the work of several staff attorneys, and transmitting the staff attorneys' work product to the Court.

The United States Court of Appeals for the Third Circuit is a federal appellate court. As such, this Court's role is limited to reviewing decisions entered by United States District Courts and some federal administrative agencies within this judicial circuit. The Third Judicial Circuit hears cases from Pennsylvania, New Jersey, Delaware and the Virgin Islands. The Legal Division serves the court at large, primarily in the area of pro se appeals, immigration agency appeals, and appeals involving habeas corpus, working closely with the Clerk's Office and judicial chambers.

Beginning salary is dependent on qualifications and the nature and extent of pertinent work experience. There is a one year probationary period. Job grade: CL25-01 to CL25-29 (Court Personnel System). Salary range: \$41,866.00 to \$54,084.00.

Qualifications:

A college degree from an accredited institution is preferred, as is two or more years of specialized experience as an administrative assistant, legal secretary, case manager or paralegal in a federal/state court or legal setting. A high school diploma or equivalent with a minimum of two years general experience and one year specialized experience is required; it may be possible to substitute education for general experience.

The applicant must be skilled at using office automation and web-based systems, Microsoft Windows, Word and Adobe Acrobat, and must be very comfortable with

learning new systems. Experience with electronic filing and computer expertise is preferred. Excellent judgment and discretion are required, as are strong analytical, interpersonal, problem-solving and communication skills. Excellent grammar and spelling are required as well, and accurate typing is expected. If you are offered an interview, a writing and grammar exercise will be administered at that time.

Application Process:

To apply for this position, please click on the link to the on-line application form and upload the following documents in PDF format:

- (1) Cover letter;
- (2) Résumé;
- (3) Transcript or grade sheet, if readily available - it is not necessary to attach a copy of your transcript at this stage in the process, though an official transcript will be required should you be invited for an interview.

For purposes of uploading, please save your cover letter, resumé, and transcript or grade sheet as a single document. An electronic application must be submitted if you wish to be considered for this position; paper applications and e-mailed applications will not be accepted.

Deadline:

All applications should be submitted not later than Monday, September 19, 2016. Late applications will be considered only if the position remains available after consideration of timely applications. Incomplete applications will not be considered.

BENEFITS AND OTHER INFORMATION:

The Legal Division is located in the federal complex in Center City, Philadelphia. On-site amenities include a daycare center, health unit, credit union, cafeteria, and snack shop. The Court offers a number of exceptional benefits to its employees:

Health Insurance - The Federal Employees Health Benefits Program (FEHB) offers a wide variety of employer-subsidized federal health insurance plans including fee-for-service and health maintenance organization plans. For additional information visit: <http://www.opm.gov/insure/health/index.asp>

Life Insurance - The Federal Employees' Group Life Insurance Program offers several employer-subsidized life insurance plans including basic life insurance plus three types of optional insurance. For additional information visit: <http://www.opm.gov/insure/life/index.asp>

Dental and Vision Insurance - The Federal Employees Dental and Vision Insurance Program offers supplemental dental and vision benefits to Federal employees and eligible family members. For additional information visit: <http://www.benefeds.com>

Judiciary Long-Term Care Insurance Program - The Judiciary's Long-Term Care Program, administered by Long Term Care Partners (a subsidiary of John Hancock), provides long term care insurance for Judiciary employees and their parents, parents-in-law, stepparents, spouses, and adult children.

Leave - The Federal leave program offers exceptional time off benefits, including 13 days of annual leave and 13 days of sick leave to start, 10 paid holidays per year, family medical leave, and a leave sharing program.

Flexible Spending Accounts - The Judiciary's Flexible Spending Accounts Program allows employees to pay for certain health and dependent care expenses with pre-tax dollars.

Conditions of Employment - Applicants must be U.S. citizens, though limited exceptions may apply. If you are invited for an interview, please bring the fact that you are not a U.S. citizen to the attention of the Hiring Committee.

Please note that positions with the U.S. Courts are excepted service appointments and that service appointments are "at will" and can be terminated with or without cause by the Court. A background check involving fingerprinting and an ID check will be conducted, and employees will be hired provisionally pending the results of this check. Direct deposit of pay is required.